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IPC - Briefings

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Briefing Notes

1. A few of the Information Processing Activities now operating in the Support Directorate are:

a.

b.

c. Computer assisted photo composition to print a variety of Agency publications beginning with NIS. (EPIC)

d. Monthly reports on the amount and type of space, occupancy, and use ratios in metropolitan Washington Area.

e.

f. Data communication link between Office of Security and [redacted] exchanging name trace requests in machine language.

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2. Why SIPS?

a. Systems are inefficient-growth was piece meal to solve one problem at a time-Same information must be put in separately for each of several systems, name, date of birth address, career service, date of grade.

b. Flexibility has been used up-unable to respond to new requirements-The need to provide for another deduction in the payroll system permitting deposits to the credit union required a make-shift add-on. Cannot handle is-

c. Systems are independent units; difficult to communicate between them-Payroll information generated in Personnel systems produced in hard copy-processed manually to Finance where it is reconverted to machine language to be entered in financial systems-financial systems are completely independent from property systems. May be

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as many as 14 different numbers to identify each employee. Payroll, Insurance, Credit Union, social security, security file number, polygraph file number etc.

- d. Information out of date by time reports are produced. Information recorded manually. At end of reporting period it is converted to punched cards or punched paper tape for input to the computer which may take two or three days. Another two or three days may pass before reports are distributed.

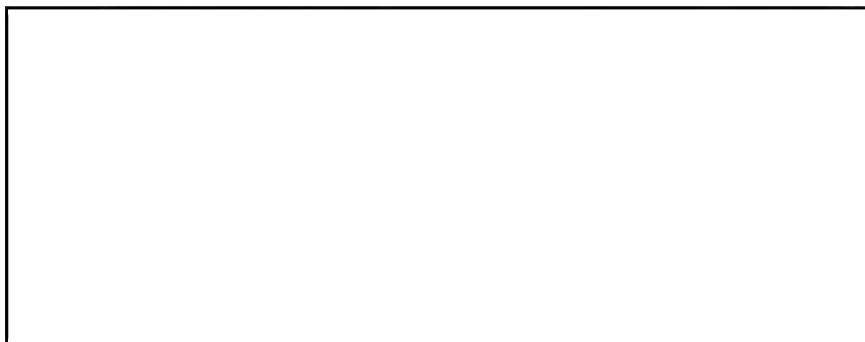
3. What SIPS will do:

- a. Overcome inefficiencies and problems of patchwork development by designing systems based on total functions with common data bases to serve as many functions as possible.
 - (1) We expect to reduce duplication of input in a ratio of about 30 to 1; that is, data items will be entered once where they now may be entered, or be repeated in the files, as many as 30 times.
 - (2) Present Human Resources systems produce 783 reports. We expect to reduce that volume by at least two-thirds. Financial resources systems produce about 80-85 reports and we expect to reduce that number by about one-half.
 - (3) In the materiel resources area there are hard copy files containing about 2.5 million pieces of paper. SIPS will eliminate about 60% of this volume.
 - (4) Requests for personnel action may be typed and re-typed as many as 15 times in the present system. We expect one typing to suffice.
 - (5) In the materiel system where we now produce a 4,000 page report biweekly for manual posting in the stock management system we will have automatic updating of stock status through the requisitioning system. This will eliminate the 4,000 page report and its manual posting

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and may make 6-8 positions available for use elsewhere.



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- b. We expect to improve flexibility by taking full advantage of the capability of third generation equipment using random access and time sharing features, and by improving methods of file design. More than 11,000 man hours were expended in writing computer programs to respond to special requirements during 1968 to answer questions we would expect to respond to in a few hours. Some examples are:
- (1) The study of the quality of the Agency's professional input.
 - (2) The recently adopted language policy requiring identification of positions where language proficiency is necessary and the recording of levels of proficiency tested and claimed by individuals.
 - (3) Retirement information, such as the number of employees who will have less than 30 years service at age 60.
 - (4) Special reports to handle the management succession problem, project vacancies, and develop an advanced staffing plan.
 - (5) Any number of incidental reports and actions such as identifying people who served a year or more in Vietnam after 1960; the requirement that ZIP codes be printed on W-2 forms, the requirement FEGLI insurance be withheld from salaries of re-employed annuitants and so on and on.

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- c. System Communication will be improved by the common data base feature and the design of systems based on total functions. Where we now have 32 separate systems in the human resources area we expect to have six in the SIPS design.
 - d. We will improve the timeliness of data by using time sharing systems and electrical communications.
 - (1) Requisitions which currently take 5 or 6 days to process will be filled in less than one day.
 - (2) Requests for supply information will be answered in a maximum of 24 hours where they now take 3 or 4 days.
 - (3) Status of funds in terms of obligations and expenditures at field stations as well as headquarters will be updated and available for query daily instead of lagging 45 to 60 days as is the case in present systems.
4. Functional units of SIPS will be implemented incrementally. A few are already operational or in the process of being implemented.
- a. Information about contract personnel, including pay, allowances, benefits, contract terms and assignment data, has been collected and consolidated for the first time. The system is designed to provide management with information relating to manpower controls and costs.
 - b. A system to produce the actuarial valuations of the CIA Retirement and Disability (CIARDS) system will be fully operational in October 1969. In addition to actuarial studies, this computer system will automatically compute individual employee eligibility for participation in the CIA Retirement System. It will project information about the numbers of participants eligible for voluntary and involuntary retirement by date and other similar information for personnel management and planning. Parts of this system are already operational.
 - c. Obligation and expenditure transactions are being electrically transmitted daily from [] the Far East. Status of funds reports through 31 July were available in the field within 48 hours. This system

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will be evaluated after 90 days of experience with it (after 30 September) and decisions reached about its value and practicability for extension world-wide. If adopted, bookkeeping work load in the field will be reduced by at least 50%. Divisions and Stations will have current information about the status of their funds at any point in time. This should eliminate the problems we have had in Vietnam with over obligations each of the last few years.

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